

## OPERATING POLICIES AND PROCEDURES

CATEGORY: VEHICLE OPERATION	DATE ISSUED: 1-01-94 REVISED: 3-18-13	EFFECTIVE DATE 3-18-13	POLICY NO: VO-3
TITLE: <b>STATE FUEL CARD</b>			PAGE 1 OF 1

State-owned vehicles are to be refueled by use of a restricted DEBIT card currently called FUELMAN. A FUELMAN CARD is placed in the key wallet for each vehicle. Authorized drivers are issued a PIN (personal identification number) which is used at designated locations to purchase fuel for State vehicles. Driver PIN numbers are unique to the individual and should never be shared with anyone including their supervisor or manager.

Only regular grade, 87 octane fuel is to be purchased with approved exceptions granted in writing by the Fleet Administrator. Failure to follow the fuel type restriction will result in the agency being billed for the fuel.

A list of FUELMAN locations is available on the Internet at [www.fuelman.com](http://www.fuelman.com) and an I Phone Application may be found at <http://fuelman.com/fuelman-mobile-site-locator.aspx>.

All lost or damaged FUELMAN cards will be billed to the agency at a cost of \$50.00 per set